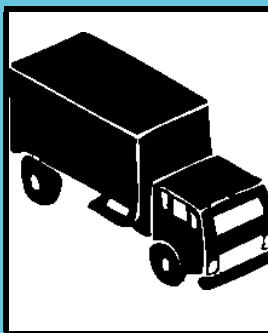
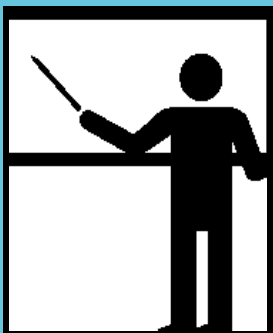
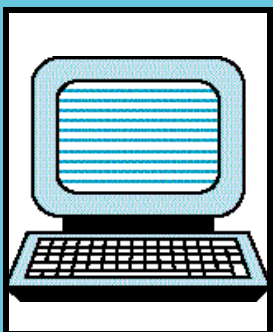
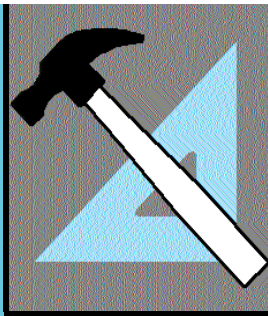


OCCUPATIONAL IMPERIAL COUNTY OUTLOOK 1998



Imperial County Occupational Outlook 1998



Sponsored by

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of Imperial County

State of California
Employment Development Department

California Occupational Information
Coordinating Committee

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INTRODUCTION

Welcome to the 1998 Occupational Outlook Report for Imperial County.

This publication is a product of a cooperative partnership between the Private Industry Council of Imperial County (PIC) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS). The Private Industry Council began their partnership with CCOIS in 1996. CCOIS has been producing reports for other counties of California since 1986. Thirty-eight agencies statewide produce Occupational Outlook Reports. Together, the reports represent 58 counties and all of California's labor force. No other source of occupational information offers the current local labor market focus that is found in this, and other, Occupational Outlook Reports.

The goal of this publication is to improve the match between the labor needs of local employers and the skills presented by job seekers providing current occupational information. This report will help job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, and administrators and others who prepare people for, and help them obtain, work.

The occupations were selected for study based upon a variety of criteria, including the advice of local training providers, educators, and economic development professionals. Different occupations will be selected for study each year.

This publication includes detailed occupational summaries for 15 occupations found in the Imperial County labor market. The summaries were developed based upon confidential surveys with several hundred local employers between the months of May and August 1998. The research methods and questionnaire used to collect this data are designed to ensure accurate and unbiased results.

Project Staff

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Your Opinion Counts...

As a reader of this report, your participation in completing the survey located at the end of this publication is appreciated. Your response will help us to ensure this publication continues to meet your needs. Thank you.

REPORT USAGE

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages and benefits, demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new programs, or eliminate outdated programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employers' needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupation size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions.

PROGRAM METHODS

The Occupational Outlook Report is the product of a combined effort between the Private Industry Council (PIC) and the California Cooperative Occupational Information System (CCOIS). PIC and CCOIS each have specific roles to make this publication possible. CCOIS provides the technical support and the PIC gathers, analyzes, and disseminates the information to the community. This section will describe the processes used in the project.

Occupation Selection

Occupations and their definitions were selected from the Occupational Employment System (OES).

The PIC staff put together a preliminary list of occupations based upon:

- Occupations having a substantial employment base in Imperial County
- Indications that an occupation is "in demand" by either employers or job seekers
- Input from local training providers, employers, and economic development agencies

A community meeting was held with representatives from community-based organizations, training providers, local businesses, and economic development agencies. The preliminary list of occupations was reviewed and discussed, and the attendees participated in providing input for the final selection.

The Private Industry Council staff met with advisory committee volunteers representing community-based organizations, training providers, local businesses, and economic development agencies to discuss input from the initial community meeting as well as additional sources. Selection of the 15 occupations surveyed was made after reviewing information from the distribution meeting, occupational forecasting tables, and local area factors.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was generated for each occupation. Labor Market Division (LMID) staff, using detailed databases of employer information and occupation staffing patterns within industries, chose a representative sample of employers for each of the occupations. The sample was carefully reviewed by the PIC staff and employers were added to and deleted from each occupation. A minimum goal of 15 responding employers for each occupation is desired. When the universe of employers decreases, the number of required responses decreases.

Questionnaire Development

The CCOIS two page standardized questionnaire, along with a locally designed third page, was used for the third annual Occupational Outlook Report for Imperial County.

Survey Procedures

PIC used the following survey procedures:

Staff utilized the employer sample to obtain telephone numbers for employers. Local directories and other resources were used to refine this listing to produce a successful surveying effort. Employers were eliminated from the list that were no longer in business or had no local address.

Each employer was called to verify company name, address, the existence of the occupation at the company, and the name of a contact person. A description of the survey was given and participation was solicited.

Employers were eliminated from the list if they did not employ an occupation (or occupations) for which they were listed in the sample or if it was determined they were self-employed or only employed family members. Employers refusing to respond were noted.

Cover letters and questionnaires were mailed or faxed to employers listed on the refined employer sample. The majority of surveys were conducted in person. Employers not responding to the correspondence were contacted by phone to encourage them to return their questionnaire and were given the opportunity to complete their questionnaire by telephone or to return via fax.

Completed questionnaires were reviewed by the PIC staff and LMID Site Analyst to monitor accuracy and completeness. Employers were contacted to clarify inconsistencies and to complete partial responses.

If a sufficient number of responses could not be obtained from the final sample, additional employers from other sources were contacted.

Tabulation and Results

PIC staff entered survey responses into a database and tabulations were produced. The data was analyzed, reviewed, and the final report was written. The final product is the *Occupation Outlook* report which provides occupational summaries and training information for each occupation. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply and demand assessment, wages and benefits, and other information.

Specific employer information obtained during the survey is held in strict confidence, affording safety and anonymity to each participating employer.

DEFINITIONS AND TERMINOLOGY

Each *occupational summary* follows the same basic format. This format is intended to show statistical information from many tables of statistical data in a user friendly manner to indicate highlights of the survey data for each occupation.

OES Title, OES Code, and Definition

The titles and definitions used for the Occupational Summaries are from the *Occupational Employment Statistics (OES) Dictionary*, published by the Bureau of Labor Statistics. Each occupation is identified by its unique six-digit code number.

Firms Responding

Indicates the total number of employers answering the "core required" questions of the survey (see Sample CCOIS Employer Questionnaire at the end of this report). Required responses are on questions 2, 3, 8, 10, 11, 12, 14, 17, & 18. Employer responses comprising the data elements of the sections on "Benefits" and "Supply & Demand Assessment" may be less than the total number of firms responding.

Jobs Represented

Indicates the total number of employees in the occupation employed by the responding employers at the time of the survey.

Wages

Wage data enables comparison of salary ranges across occupations. The data does not represent official prevailing wages. The wages are reported as ranges based on information collected from local employers. When union employment is reported the wages table separately designates union wages.

The following terms were used:

New hire, no experience: Wages paid to persons trained but without paid experience in the occupation.

New hire, experienced: Wages paid to journey-level or experienced persons just starting at the firm.

3+yrs experience w/firm: Wages generally paid to persons with more than three years of experience at the firm.

Commonly Used Terms

When reference is made to "almost all, most, many, some, or few", the following guidelines apply:

All	=	100%
Almost All	=	80% up to but not including 100%
Most	=	60% up to but not including 80%
Many	=	40% up to but not including 60%
Some	=	20% up to but not including 40%
Few	=	Less than 20%

Employment Trends

Occupational Forecast: 1995-2002

Occupation Size: Unless otherwise indicated, an estimated range of the number of workers in the occupation. The scale used to measure occupation size in Imperial County is:

Small	=	Less than 54
Medium	=	54 - 106
Large	=	107 - 231
Very Large	=	232 and Above

Unless otherwise indicated, the forecasted occupation growth rate is based on Projection and Planning Information as compiled by the Labor Market Information Division of the Employment Development Department. For this time period the average forecasted growth rate for all occupations combined was 11.8% for Imperial County. The individual occupation forecasted growth rate is indicated by percentage with one of the following terms:

Much Faster than Average	=	1.5 times average or more
Faster than Average	=	1.1 to but not including 1.5 times average
Average	=	.9 to but not including 1.1 times average
Slower than Average	=	less than .9 but greater than 0

Local Supply/Demand Assessments

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry level and experienced positions in the occupation. These terms are used to describe the local supply and demand situation:

Very Difficult - Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat Difficult - Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

A Little Difficult - Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

Not Difficult - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Fringe Benefits

This table indicates benefits offered to full-time and part-time employees. Benefits not listed in the column information is noted at the bottom of the fringe benefits section.

Employment Type/Hours

This indicates the employment of employees - whether full-time, temporary/on call, or seasonal. It also indicates average hours worked by persons in these employment types.

Gender Makeup and Union Employment

This indicates the percentage of employees surveyed that are male and female.

This indicates the percentage of employees surveyed that are union and non-union employees.

Education

Indicates the percentage of most recently hired employees at various educational levels.

Experience/Training

Indicates employer's responses as to whether work experience is required and whether training is an acceptable substitute for experience.

Qualifications/Skills

Basic skills information was obtained from answers to questions on the third page of the survey. *Computer skills* information was obtained from the answers on the CCOIS standardized survey. Qualifications and *skills in short supply* by applicants as well as *increasingly important skills* were obtained from answers to questions on the third page of the survey.

Other Employer Information

Indicates screening and recruitment methods employers use when hiring.

Local Training Provided

This indicates the names of local agencies that provide training for the occupation. It is referenced to a summary in the appendix. Programs are subject to change.

OCCUPATIONS SURVEYED IN 1998

Automotive Body and Related Repairers

Bus Drivers - School

Carpenters

Child Care Workers

Cooks - Restaurant

Dental Assistants

Dispatchers, Except Police, Fire, and Ambulance

Farmworkers, Food & Fiber Crops

Instructional Aides

Legal Secretaries

Medical Records Technicians

Nurse Aides

Salespersons, Parts

Teachers and Instructors- Vocational Education and Training

Truck Drivers Light - Include Delivery and Route Workers



AUTOMOTIVE BODY & RELATED REPAIRERS

OES CODE: 853050

Alternative Title: Auto Body Technician & Auto Glass Installer

WAGES • BENEFITS

DEFINITION

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Range **Median**

Non union

New hire, no experience	\$ 5.75 - \$ 6.50	\$ 5.75
New hire, experienced	\$ 5.75 - \$ 15.00 *	\$ 8.00
3+yrs experience w/firm	\$ 7.50 - \$ 20.00 *	\$ 10.00

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Medium

Projected Job Growth Rate: 16.7%

Growth: Faster Than Average

* Wages include tips/commissions reported by a few firms. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	43%	0%
Dental Insurance	0%	0%
Vision Insurance	14%	0%
Life Insurance	14%	0%
Paid Sick Leave	57%	0%
Paid Vacation	100%	0%
Retirement Plan	14%	0%
Child Care	0%	0%

SUPPLY AND DEMAND

Most employers reported stable demand in this occupation during the last year and most employers reported expecting growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Vacancies filled within the last 12 months were 9 resulting from:

Promotions	0%
Employees Leaving	44%
New Positions	22%
Temporary	33%

Most responding firms report promoting to other positions when available. Positions may vary depending on size of firm.

OTHER RELEVANT INFORMATION

Employment Type/Hours All employees work full-time averaging 40 hours per week. A few employees work part-time averaging 18 hours per week. A few employees work temporary averaging 40 hours per week.

Gender makeup of reported positions was as follows: Male 93% Female 7%

Union Employment: None

AUTOMOTIVE BODY & RELATED REPAIRERS



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	11%
High school or equivalent	67%
College/no degree	11%
A. A. degree	0%
Bachelor degree	0%
Graduate	11%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	50%	40%	10%
Record keeping	30%	40%	30%
Working independently	70%	30%	0%
Working under pressure	90%	0%	10%
Add/subtract 2+ digit numbers	50%	50%	0%
Multiply/divide	50%	50%	0%
Compute decimals/fractions	20%	50%	30%
Compute %/discounts/statistics	10%	40%	50%
Geometry/Algebra/Advanced Math	10%	20%	70%
Read/comprehend info in English	70%	30%	0%
Read/comprehend info in Spanish	20%	30%	50%
Write effectively in English	50%	50%	0%
Write effectively in Spanish	20%	40%	40%
Orally communicate in English	60%	40%	0%
Orally communicate in Spanish	20%	50%	30%

Other Qualifications

Willingness to work outdoors	90%	10%	0%
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COMPUTER SKILLS

Most employers reported seeking applicants with trouble shooting or frame measurement database skills.

OTHER

Increasingly important skills reported by employers include plastic repair and new industry software.

Qualifications/skills in short supply by applicants: safety consciousness, occupational standards and enjoyment of trade.

9 Firms Responding
58 Jobs Represented

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	11%	0%	11%	78%
Training as substitute for experience	11%	89%	0%	0%

Employers prefer applicants with 12 - 30 months experience as prepman, painter, auto glass repairer, bodyman helper or collision painter.

Employers prefer applicants with 4 - 6 months training in obtaining an ASE or I-Car certificate, Job Corps, ROP program, or college courses in the field.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	20%	Medical/Physical	0%
Aptitude Testing	10%	Police/Background	30%
DMV Printout	60%	Other (reference check)	20%

Recruitment methods include the following:

Employees' Referrals	89%
Newspaper Ads	33%
Private Employment Agencies	0%
Hire Unsolicited Applicants	33%
In-house Promotion or Transfer	33%
Public School/Program Referrals	11%
Private School Referrals	11%
Employment Development Dept.	33%
Union Hall Referrals	0%
Other (walk-ins)	11%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program*



BUS DRIVERS - SCHOOL

OES CODE: 971110

Alternative Title: School Bus Driver

WAGES • BENEFITS

DEFINITION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Medium
Projected Job Growth Rate: 11.1%
Growth: Average

SUPPLY AND DEMAND

Most employers reported stable demand in this occupation during the last year and most employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Vacancies filled within the last 12 months were 25 resulting from:

Promotions	8%
Employees Leaving	60%
New Positions	20%
Temporary	12%

Many responding firms report promoting to other positions when available. Positions may include transportation supervisor.

	Range	Median
New hire, no experience	\$ 5.75 - \$ 12.00	\$ 9.72
New hire, experienced	\$ 7.46 - \$ 12.00	\$ 10.31
3+yrs experience w/firm	\$ 7.65 - \$ 12.66	\$ 10.90

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	100%	27%
Dental Insurance	93%	27%
Vision Insurance	93%	27%
Life Insurance	60%	20%
Paid Sick Leave	87%	27%
Paid Vacation	80%	27%
Retirement Plan	67%	7%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Most employees work full-time averaging 40 hours per week. Some work part-time averaging 23 hours per week. A few work temporary averaging 8 hours per week.

Gender makeup of reported positions was as follows: Male 67% Female 33%

Union Employment: Firms 60%
Employees 88%

Licensing: A Class B license is required by the California Department of Motor Vehicles for School Bus Drivers. School Bus Driver Certificates are issued by the California Highway Patrol.

BUS DRIVERS - SCHOOL



15 Firms Responding
72 Jobs Represented

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	80%
College/no degree	20%
A. A. degree	0%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	27%	73%	0%
Record keeping	53%	47%	0%
Working independently	87%	13%	0%
Working under pressure	73%	27%	0%
Add/subtract 2+ digit numbers	40%	60%	0%
Multiply/divide	33%	60%	7%
Compute decimals/fractions	7%	67%	27%
Compute %/discounts/statistics	7%	20%	73%
Geometry/Algebra/Advanced Math	0%	27%	73%
Read/comprehend info in English	87%	13%	0%
Read/comprehend info in Spanish	27%	20%	53%
Write effectively in English	80%	20%	0%
Write effectively in Spanish	20%	20%	60%
Orally communicate in English	87%	13%	0%
Orally communicate in Spanish	27%	47%	27%

Other Qualifications

Willingness to work outdoors	80%	20%	0%
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COMPUTER SKILLS

Few employers reported seeking applicants with computer skills.

OTHER

Increasingly important skills reported by employers include knowledge of new state laws and regulations.

Qualifications/skills in short supply by applicants: school bus driver certification/license that meets state requirements, and a good driving record.

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	47%	20%	33%	0%
Training as substitute for experience	20%	13%	40%	27%

Employers prefer applicants with 1 - 6 months experience as a bus driver.

Employers prefer applicants with 1 - 2 months training before obtaining a bus driver license which includes CPR/first aid training.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	93%	Medical/Physical	60%
Aptitude Testing	60%	Police/Background	87%
DMV Printout	67%	Other *	20%

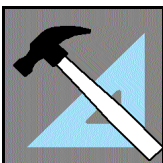
*A Department of Justice (DOJ) clearance may be required as well as a a credential check

Recruitment methods include the following:

Employees' Referrals	40%
Newspaper Ads	93%
Private Employment Agencies	0%
Hire Unsolicited Applicants	7%
In-house Promotion or Transfer	33%
Public School/Program Referrals	7%
Private School Referrals	0%
Employment Development Dept.	7%
Union Hall Referrals	0%
Other	13%

LOCAL TRAINING PROVIDED

There is no local training available for this occupation.



CARPENTERS

CARPENTERS

OES CODE: 871020

Alternative Title: Finish Carpenter

DEFINITION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Large
Projected Job Growth Rate: 10.5%
Growth: Slower Than Average

SUPPLY AND DEMAND

Most employers reported growth in this occupation during the last year and many employers reported expecting stable demand or growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Vacancies filled within the last 12 months were 15 resulting from:

Promotions	7%
Employees Leaving	20%
New Positions	67%
Temporary	7%

Many (50%) responding firms report promoting to other positions when available and many (50%) report they do not promote from this occupation. Positions may include supervisory and sales management positions.

WAGES • BENEFITS

	Range	Median
Non union		
New hire, no experience	\$ 5.75 - \$ 6.00	\$ 6.00
New hire, experienced	\$ 5.75 - \$ 12.00	\$ 7.75
3+yrs experience w/firm	\$ 10.00 - \$ 20.00	\$ 11.00
Union		
New hire, no experience	\$ 9.00 - \$ 11.62	\$ 10.31
New hire, experienced	\$ 11.62 - \$ 12.00	\$ 11.81
3+yrs experience w/firm	\$ 11.62 - \$ 16.00	\$ 13.81

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative)

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	67%	0%
Dental Insurance	67%	0%
Vision Insurance	50%	0%
Life Insurance	17%	0%
Paid Sick Leave	50%	0%
Paid Vacation	100%	0%
Retirement Plan	67%	0%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full-time averaging 40 hours per week. A few employees work part-time averaging 18 hours per week. Few employees work temporary/on call averaging 24 hours per week.

Gender makeup of reported positions was as follows: Male 100 % Female 0%

Union Employment:	Firms	20%
	Employees	21%

CARPENTERS



**10 Firms Responding
39 Jobs Represented**

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	90%
College/no degree	0%
A. A. degree	10%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	11%	33%	55%
Record keeping	22%	33%	44%
Working independently	56%	0%	44%
Working under pressure	56%	33%	11%
Add/subtract 2+ digit numbers	67%	33%	0%
Multiply/divide	67%	33%	0%
Compute decimals/fractions	56%	44%	0%
Compute %/discounts/statistics	0%	44%	56%
Geometry/Algebra/Advanced Math	0%	22%	78%
Read/comprehend info in English	56%	33%	11%
Read/comprehend info in Spanish	0%	22%	67%
Write effectively in English	33%	56%	11%
Write effectively in Spanish	11%	11%	78%
Orally communicate in English	44%	33%	0%
Orally communicate in Spanish	11%	56%	33%

Other Qualifications

Willingness to work outdoors	89%	11%	0%
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COMPUTER SKILLS

No responding employers reported seeking applicants with computer skills.

OTHER

Increasingly important skills reported by employers include understanding building codes and adjusting to new technology.

Qualifications/skills in short supply by applicants: good work ethics and reading blueprints.

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Never Sometimes Usually Always

Work experience required 10% 0% 30% 60%

Training as substitute for experience 20% 60% 10% 10%

Employers prefer applicants with 3 - 12 months experience in carpentry.

Employers prefer applicants with 6 months training related to occupation.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	33%	Medical/Physical	22%
Aptitude Testing	11%	Police/Background	11%
DMV Printout	33%	Other *	33%

*Probational performance may be required to screen applicants.

Recruitment methods include the following:

Employees' Referrals	60%
Newspaper Ads	20%
Private Employment Agencies	20%
Hire Unsolicited Applicants	40%
In-house Promotion or Transfer	30%
Public School/Program Referrals	10%
Private School Referrals	0%
Employment Development Dept.	10%
Union Hall Referrals	0%
Other (PIC partners, word of mouth)	20%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Center For Employment Training, Imperial Valley Regional Occupational Program*

CARPENTERS

OES CODE: 680380

Alternative Title: Day Care Teacher

WAGES • BENEFITS

DEFINITION

Child Care Workers attend children at schools, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Small

Projected Job Growth Rate: 0.00%

Growth: Remain Stable

SUPPLY AND DEMAND

Most employers reported stable demand in this occupation during the last year and many employers reported expecting growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 64 resulting from:

Promotions	5%
Employees Leaving	58%
New Positions	30%
Temporary	8%

Many responding firms report promoting to other positions, such as teachers, when available.

Non union

	Range	Median
New hire, no experience	\$ 5.75 - \$ 6.00	\$ 5.75
New hire, experienced	\$ 5.75 - \$ 7.19	\$ 5.75
3+yrs experience w/firm	\$ 5.75 - \$ 8.15	\$ 7.00

Union

	Range	Median
New hire, no experience	\$ 6.96 - \$ 9.42	\$ 9.28
New hire, experienced	\$ 6.96 - \$ 10.22	\$ 9.92
3+yrs experience w/firm	\$ 7.68 - \$ 11.87	\$ 10.78

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative)

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	75%	0%
Dental Insurance	63%	0%
Vision Insurance	63%	0%
Life Insurance	63%	0%
Paid Sick Leave	50%	38%
Paid Vacation	75%	38%
Retirement Plan	38%	25%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Some employees work full-time averaging 40 hours per week. Most employees work part-time averaging 19 hours per week. Few employees work temporary/on call averaging 18 hours per week. Few employees work seasonally averaging 30 hours per week.

Gender makeup of reported positions was as follows: Male 2% Female 98%

Union Employment: Firms 20%
Employees 69%

Licensing: Family day cares (self-employed) are required to obtain license from the State of California Department of Social Services, Community Care Licensing Department.

CHILD CARE WORKERS



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	13%
High school or equivalent	53%
College/no degree	20%
A. A. degree	13%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	13%	53%	33%
Record keeping	13%	60%	27%
Working independently	40%	47%	17%
Working under pressure	53%	33%	17%
Add/subtract 2+ digit numbers	27%	47%	27%
Multiply/divide	27%	40%	33%
Compute decimals/fractions	20%	40%	40%
Compute %/discounts/statistics	0%	27%	73%
Geometry/Algebra/Advanced Math	0%	7%	93%
Read/comprehend info in English	60%	40%	0%
Read/comprehend info in Spanish	13%	67%	20%
Write effectively in English	60%	27%	13%
Write effectively in Spanish	0%	47%	53%
Orally communicate in English	87%	13%	0%
Orally communicate in Spanish	40%	47%	13%

Other Qualifications

Willingness to work outdoors	40%	47%	13%
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COMPUTER SKILLS

No responding employers reported seeking applicants with computer skills.

OTHER

Increasingly important skills reported by employers include first aid, CPR and computer skills.

Qualifications/skills in short supply by applicants: fluent English speaking and ECE certificate.

15 Firms Responding
126 Jobs Represented

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	27%	0%	33%	40%
Training as substitute for experience	7%	27%	27%	40%

Employers prefer applicants with 12 months experience working with children.

Employers prefer applicants with 6 - 12 units of Early Childhood Education (ECE) or an ECE Certificate from a community college.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	13%	Medical/Physical	53%
Aptitude Testing	7%	Police/Background	67%
DMV Printout	13%	Other *	33%

*A health card, TB test, fingerprinting, and/or a reference check may be required.

Recruitment methods include the following:

Employees' Referrals	40%
Newspaper Ads	47%
Private Employment Agencies	0%
Hire Unsolicited Applicants	0%
In-house Promotion or Transfer	7%
Public School/Program Referrals	0%
Private School Referrals	7%
Employment Development Dept.	27%
Union Hall Referrals	0%
Other (word-of-mouth)	40%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program*



COOKS - RESTAURANT

OES CODE: 650260**Alternative Title: Preparation Cook**

WAGES • BENEFITS

DEFINITION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Range

Median

New hire, no experience	\$ 5.75 - \$ 7.00	\$ 5.88
New hire, experienced	\$ 5.75 - \$ 11.99	\$ 6.25
3+ yrs experience w/firm	\$ 5.75 - \$ 16.78	\$ 7.50

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Large
Projected Job Growth Rate: 12.5%
Growth: Average

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	62%	8%
Dental Insurance	31%	8%
Vision Insurance	31%	8%
Life Insurance	8%	0%
Paid Sick Leave	8%	23%
Paid Vacation	100%	23%
Retirement Plan	15%	8%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

SUPPLY AND DEMAND

Most employers reported stable demand in this occupation during the last year and many employers reported expecting stable demand or growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 27 resulting from:

Promotions	11%
Employees Leaving	41%
New Positions	41%
Temporary	7%

Many responding firms report promoting to other positions when available. Positions may include head cook and management positions.

OTHER RELEVANT INFORMATION

Employment Type/Hours Most employees work full-time averaging 40 hours per week. Some employees work part-time averaging 28 hours per week.

Gender makeup of reported positions was as follows: Male 78% Female 22%

Union Employment: Firms 5%
Employees 2%

COOKS - RESTAURANT



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	19%
High school or equivalent	57%
College/no degree	19%
A. A. degree	0%
Bachelor degree	5%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	19%	67%	14%
Record keeping	61%	31%	8%
Working independently	54%	46%	0%
Working under pressure	86%	9%	0%
Add/subtract 2+ digit numbers	43%	43%	14%
Multiply/divide	33%	52%	14%
Compute decimals/fractions	14%	48%	38%
Compute %/discounts/statistics	5%	33%	62%
Geometry/Algebra/Advanced Math	5%	14%	81%
Read/comprehend info in English	38%	48%	14%
Read/comprehend info in Spanish	19%	38%	43%
Write effectively in English	29%	28%	43%
Write effectively in Spanish	9%	24%	67%
Orally communicate in English	28%	57%	14%
Orally communicate in Spanish	24%	57%	19%

Other Qualifications

Willingness to work outdoors	5%	24%	71%
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COMPUTER SKILLS

Two of 21 employers reported seeking applicants with word processing and/or custom software.

OTHER

Increasingly important skills reported by employers include knowledge of OSHA safety and sanitation regulations.

Qualifications/skills in short supply by applicants: knowledge of food safety, sanitation procedures; have initiative and reliability; and the ability to speak some English.

21 Firms Responding
132 Jobs Represented

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Never Sometimes Usually Always

Work experience required	19%	19%	33%	29%
Training as substitute for experience	29%	33%	14%	24%

Employers prefer applicants with 3 - 12 months experience in basic cooking skills and food preparation, or as a cook.

Employers prefer applicants with 1 - 6 months of training, course work or cooking school.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	14%	Medical/Physical	19%
Aptitude Testing	14%	Police/Background	9%
DMV Printout	9%	Other *	52%

*Health card, TB test and/or an interview in English may be required.

Recruitment methods include the following:

Employees' Referrals	48%
Newspaper Ads	29%
Private Employment Agencies	5%
Hire Unsolicited Applicants	19%
In-house Promotion or Transfer	48%
Public School/Program Referrals	0%
Private School Referrals	0%
Employment Development Dept.	14%
Union Hall Referrals	0%
Other (word-of-mouth)	14%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley Regional Occupational Program*



DENTAL ASSISTANTS

OES CODE: 660020

Alternative Title: Registered Dental Assistant

WAGES • BENEFITS

DEFINITION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Small

Projected Job Growth Rate: 25%

Growth: Much Faster Than Average

SUPPLY AND DEMAND

Most employers reported stable demand in this occupation during the last year and many employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Vacancies filled within the last 12 months were 12 resulting from:

Promotions	17%
Employees Leaving	50%
New Positions	25%
Temporary	8%

Most responding firms report that they do not promote from this occupation.

Non union

	Range	Median
New hire, no experience	\$ 5.75 - \$ 10.81	\$ 5.88
New to firm, experienced	\$ 5.75 - \$ 12.00	\$ 8.00
3+yrs experience w/firm	\$ 6.35 - \$ 16.00	\$ 11.70

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	69%	8%
Dental Insurance	54%	8%
Vision Insurance	23%	8%
Life Insurance	31%	0%
Paid Sick Leave	77%	8%
Paid Vacation	100%	8%
Retirement Plan	54%	8%
Child Care	8%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full time averaging 39 hours per week. A few employees work part time averaging 18 hours per week. A few employees work temporary averaging 19 hours per week.

Gender makeup of reported positions was as follows: Male 15% Female 85%

Union Employment: Firms 8%
Employee 8%

Licensing: Dental Assistants are required to be licensed by the California Board of Dental Examiners. This license requires graduation from Board-approved dental assistant program or 18 months on-the-job training as a dental assistant.

DENTAL ASSISTANTS



**13 Firms Responding
40 Jobs Represented**

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	31%
College/no degree	62%
A. A. degree	8%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	54%	31%	15%
Record keeping	61%	31%	8%
Working independently	54%	46%	0%
Working under pressure	85%	7%	8%
Add/subtract 2+ digit numbers	38%	38%	23%
Multiply/divide	23%	31%	46%
Compute decimals/fractions	8%	31%	61%
Compute %/discounts/statistics	15%	8%	77%
Geometry/Algebra/Advanced Math	8%	15%	77%
Read/comprehend info in English	85%	15%	0%
Read/comprehend info in Spanish	38%	38%	23%
Write effectively in English	77%	23%	0%
Write effectively in Spanish	15%	62%	23%
Orally communicate in English	100%	0%	0%
Orally communicate in Spanish	54%	38%	8%

Other Qualifications

Willingness to work outdoors	8%	15%	77%
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COMPUTER SKILLS

Most employers reported seeking applicants with word processing skills. Some employers reported seeking applicants with experience with industry specific dental software.

OTHER

Increasingly important skills reported by employers include computer skills and Occupational Safety and Health Administration (OSHA) certificate for infection control.

Qualifications/skills in short supply by applicants: X-ray certification, Registered Dental Assistant (RDA) license, and experience in dental field.

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Never Sometimes Usually Always

Work experience required 0% 31% 38% 31%

Training as substitute for experience 0% 69% 31% 0%

Employers prefer applicants with 6 - 12 months experience in a dental office.

Employers prefer applicants with 4 - 12 months training in X-ray certification, state certification, CPR and/or dental assistant certificate.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	23%	Medical/Physical	23%
Aptitude Testing	15%	Police/Background	23%
DMV Printout	8%	Other (licenses)	8%

Recruitment methods include the following:

Employees' Referrals	54%
Newspaper Ads	69%
Private Employment Agencies	31%
Hire Unsolicited Applicants	31%
In-house Promotion or Transfer	31%
Public School/Program Referrals	0%
Private School Referrals	15%
Employment Development Dept.	8%
Union Hall Referrals	0%
Other (word-of-mouth)	15%

LOCAL TRAINING PROVIDED

There is no local training available for this occupation.



DISPATCHERS except fire, police, etc.

OES CODE: 580050

Alternative Title: Dispatcher

WAGES • BENEFITS

DEFINITION

Dispatchers schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business.

Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Does not include Police, Fire and Ambulance Dispatchers.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Small

Projected Job Growth Rate: 0.00 %

Growth: Remain Stable

SUPPLY AND DEMAND

Almost all employers reported stable demand in this occupation during the last year and almost all employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 6 resulting from:

Promotions	17%
Employees Leaving	50%
New Positions	33%
Temporary	0%

Most responding firms report that they do not promote from this occupation.

Non union

	Range	Median
New hire, no experience	\$ 5.75 - \$ 11.00	\$ 6.00
New hire, experienced	\$ 5.75 - \$ 13.23	\$ 7.00
3+yrs experience w/firm	\$ 7.00 - \$ 15.00	\$ 10.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	80%	0%
Dental Insurance	40%	0%
Vision Insurance	30%	0%
Life Insurance	30%	0%
Paid Sick Leave	30%	0%
Paid Vacation	90%	0%
Retirement Plan	40%	0%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full-time averaging 42 hours per week. Few employees work part-time averaging 25 hours per week.

Gender makeup of reported positions was as follows: Male 71% Female 29%

Union Employment: None

Data Not Included: A person seeking to work as a dispatcher should know that many jobs are with firms based in Mexico. Mexico based firms are not usable for this report because they are not based in Imperial County. In many firms dispatching duties are combined with other office, secretarial or clerical duties.

DISPATCHERS except fire, police, etc.



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	9%
High school or equivalent	64%
College/no degree	27%
A. A. degree	0%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	54%	27%	18%
Record keeping	45%	36%	9%
Working independently	63%	27%	9%
Working under pressure	86%	9%	5%
Add/subtract 2+ digit numbers	43%	43%	14%
Multiply/divide	33%	52%	14%
Compute decimals/fractions	14%	48%	38%
Compute %/discounts/statistics	27%	27%	45%
Geometry/Algebra/Advanced Math	0%	9%	91%
Read/comprehend info in English	82%	18%	0%
Read/comprehend info in Spanish	36%	27%	36%
Write effectively in English	72%	18%	9%
Write effectively in Spanish	36%	18%	45%
Orally communicate in English	82%	18%	0%
Orally communicate in Spanish	36%	27%	36%

Other Qualifications

Willingness to work outdoors	45%	27%	36%
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COMPUTER SKILLS

Most employers reported seeking applicants with word processing and database skills.

OTHER

Increasingly important skills reported by employers include computer skills.

Qualifications/skills in short supply by applicants: bilingual, speak Spanish and English fluently.

11 Firms Responding
21 Jobs Represented

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	27%	18%	27%	27%
Training as substitute for experience	36%	45%	18%	0%

Employers prefer applicants with 1-12 months experience as a dispatcher or with customer service or office skills.

Employers prefer applicants with 1 month on-the-job training as a dispatcher.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	36%	Medical/Physical	36%
Aptitude Testing	0%	Police/Background	36%
DMV Printout	54%	Other	0%

Recruitment methods include the following:

Employees' Referrals	55%
Newspaper Ads	27%
Private Employment Agencies	0%
Hire Unsolicited Applicants	9%
In-house Promotion or Transfer	27%
Public School/Program Referrals	0%
Private School Referrals	0%
Employment Development Dept.	9%
Union Hall Referrals	0%
Other (walk-ins)	18%

LOCAL TRAINING PROVIDED

There is no local training available for this occupation.

DISPATCHERS except fire, police, etc.



FARMWORKERS, Food & Fiber Crops

OES CODE: 798560

Alternative Title: Farm Laborer, Irrigator

DEFINITION

Farmworkers, Food and Fiber Crops manually plant, cultivate, and harvest food and fiber products such as grains, vegetables, fruits, nuts, and field crops (e.g., cotton, mint, hops, and tobacco). Use hand tools such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying fungicides, herbicides, or pesticides; and packing and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Includes work involved in expediting pollination and those who cut seed tuber crops into sections for planting.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Data not available

Projected Job Growth Rate: Data not available

Growth: Data not available

SUPPLY AND DEMAND

Most employers reported stable employment in this occupation during the last year and most employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 277 resulting from:

Promotions	1%
Employees Leaving	14%
New Positions	1%
Temporary	84%

Most responding firms report promoting to other positions when available. Positions may include foreman.

WAGES • BENEFITS

	Range	Median
Non union		
New hire, no experience	\$ 5.75 - \$ 7.25	\$ 5.75
New hire, experienced	\$ 5.75 - \$ 7.25	\$ 5.75
3+yrs experience w/firm	\$ 5.75 - \$ 8.00	\$ 6.00
Union		
New hire, no experience	\$ 8.00 - \$ 8.00	\$ 8.00
New hire, experienced	\$ 8.00 - \$ 8.00	\$ 8.00
3+yrs experience w/firm	\$ 9.00 - \$ 9.00	\$ 9.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Irrigators' wages range from \$5.75 per hour up to \$8.00 per hour, with shifts consisting of 10 to 24 hours per day, for a total of 60 to 72 hours per week. Although they are paid for the whole shift, they do not work continuously through the shift. They are responsible for opening and closing gates, and monitoring the rate of water flow on to fields.

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	79%	0%
Dental Insurance	43%	0%
Vision Insurance	21%	0%
Life Insurance	36%	0%
Paid Sick Leave	14%	0%
Paid Vacation	64%	0%
Retirement Plan	14%	0%
Child Care	0%	0%

Additional benefits offered by some employers include bonuses.

*Percentage is based on number of employers offering fringe benefits and responding to is question.

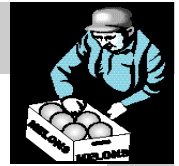
OTHER RELEVANT INFORMATION

Employment Type/Hours Some employees work full time averaging 69 hours per week. Few employees work part time averaging 49 hours per week. Few work temporary averaging 40 hours per week. Many employees work seasonally averaging 42 hours per week.

Gender makeup of reported positions was as follows: Male 69% Female 31%

Union Employment: Firms 6% Employees 22%

FARMWORKERS, Food & Fiber Crops



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	33%
High school or equivalent	61%
College/no degree	6%
A. A. degree	0%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	0%	53%	47%
Record keeping	6%	29%	65%
Working independently	65%	23%	12%
Working under pressure	29%	59%	12%
Add/subtract 2+ digit numbers	12%	29%	59%
Multiply/divide	6%	18%	76%
Compute decimals/fractions	0%	12%	88%
Compute %/discounts/statistics	0%	6%	94%
Geometry/Algebra/Advanced Math	0%	0%	100%
Read/comprehend info in English	0%	29%	71%
Read/comprehend info in Spanish	6%	53%	41%
Write effectively in English	0%	12%	88%
Write effectively in Spanish	0%	18%	82%
Orally communicate in English	0%	35%	65%
Orally communicate in Spanish	29%	59%	12%

Other Qualifications

Willingness to work outdoors	94%	6%	0%
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COMPUTER SKILLS

Few employers reported seeking applicants with knowledge of drip and filtration conservation.

OTHER

Increasingly important skills reported by employers include understanding of drip irrigation.

Qualification/skills in short supply by applicants: willingness to work more than 8 hours per day in the fields.

**18 Firms Responding
811 Jobs Represented**

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	28%	17%	39%	17%
Training as substitute for experience	33%	22%	11%	33%

Employers prefer applicants with 3 - 6 months experience in farm work or irrigation.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	35%	Medical/Physical	0%
Aptitude Testing	6%	Police/Background	0%
DMV Printout	0%	Other *	29%

*Employment eligibility verification at the time of hire.

Recruitment methods include the following:

Employees' Referrals	72%
Newspaper Ads	6%
Private Employment Agencies	0%
Hire Unsolicited Applicants	67%
In-house Promotion or Transfer	0%
Public School/Program Referrals	0%
Private School Referrals	0%
Employment Development Dept.	28%
Union Hall Referrals	0%
Other (word-of-mouth)	44%

LOCAL TRAINING PROVIDED

There is no local training available for this occupation.



INSTRUCTIONAL AIDES

OES CODE: 315211

Alternative Title: Teacher Aide

WAGES • BENEFITS

DEFINITION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

	Range	Median
New hire, no experience	\$ 5.75 - \$ 12.47	\$ 7.00
New hire, experienced	\$ 5.75 - \$ 13.43	\$ 7.50
3+yrs experience w/firm	\$ 5.75 - \$ 14.38	\$ 8.07

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Very Large

Projected Job Growth Rate: 8.8%

Growth: Slower Than Average

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	74%	17%
Dental Insurance	61%	17%
Vision Insurance	52%	9%
Life Insurance	57%	9%
Paid Sick Leave	74%	30%
Paid Vacation	61%	30%
Retirement Plan	48%	13%
Child Care	9%	9%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

SUPPLY AND DEMAND

Most employers reported stable demand in this occupation during the last year and most employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 124 resulting from:

Promotions	24%
Employees Leaving	47%
New Positions	15%
Temporary	14%

Most responding firms report promoting to other positions. Positions may include teaching, after additional education is obtained.

OTHER RELEVANT INFORMATION

Employment Type/Hours Some employees work full-time averaging 29 - 39 hours per week. Most employees work part-time averaging 22 hours per week. Few employees work temporary/on call averaging 10 hours per week.

Gender makeup of reported positions was as follows: Male 8% Female 92%

Union Employment: Firms 40%
Employees 85%

INSTRUCTIONAL AIDES



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	56%
College/no degree	32%
A. A. degree	12%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	17%	70%	13%
Record keeping	35%	52%	13%
Working independently	61%	39%	0%
Working under pressure	61%	39%	0%
Add/subtract 2+ digit numbers	48%	43%	9%
Multiply/divide	43%	39%	17%
Compute decimals/fractions	26%	48%	26%
Compute %/discounts/statistics	13%	30%	57%
Geometry/Algebra/Advanced Math	9%	17%	74%
Read/comprehend info in English	74%	26%	0%
Read/comprehend info in Spanish	26%	35%	39%
Write effectively in English	65%	26%	9%
Write effectively in Spanish	13%	35%	52%
Orally communicate in English	78%	22%	0%
Orally communicate in Spanish	26%	43%	30%

Other Qualifications

Willingness to work outdoors	43%	48%	9%
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COMPUTER SKILLS

Some employers reported seeking applicants with word processing skills.

OTHER

Increasingly important skills reported by employers include computer skills, CPR, and first aid.

Qualifications/skills in short supply by applicants: child development courses and ability to read, comprehend, and write effectively in English.

25 Firms Responding
633 Jobs Represented

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Never Sometimes Usually Always

Work experience required 40% 20% 32% 8%

Training as substitute for experience 0% 44% 32% 24%

Employers prefer applicants with 12 months experience working in a classroom.

Employers prefer applicants with 6 - 12 Early Childhood Education (ECE) units.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	43%	Medical/Physical	43%
Aptitude Testing	39%	Police/Background	74%
DMV Printout	13%	Other *	22%

*A Department of Justice (DOJ) clearance or fingerprinting may be required as well as a TB test.

Recruitment methods include the following:

Employees' Referrals	40%
Newspaper Ads	88%
Private Employment Agencies	0%
Hire Unsolicited Applicants	8%
In-house Promotion or Transfer	40%
Public School/Program Referrals	0%
Private School Referrals	8%
Employment Development Dept.	12%
Union Hall Referrals	0%
Other (current volunteers)	8%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College, Imperial Valley Regional Occupational Program*



LEGAL SECRETARIES

OES CODE: 551020

Alternative Title: Legal Secretary
Legal Office Assistant

DEFINITION

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Small

Projected Job Growth Rate: 0.00%

Growth: Stable

SUPPLY AND DEMAND

Almost all employers reported stable demand in this occupation during the last year and many employers reported stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 7 resulting from:

Promotions	0%
Employees Leaving	71%
New Positions	29%
Temporary	0%

Many (53%) responding firms report not promoting and many (47%) reported promoting to other positions when available. Positions may include office manager.

WAGES • BENEFITS

	Range	Median
Non union		
New hire, no experience	\$ 5.75 - \$ 10.90	\$ 6.00
New hire, experienced	\$ 6.50 - \$ 12.72	\$ 8.00
3+yrs experience w/firm	\$ 8.00 - \$ 16.00	\$10.50
Union		
New hire, no experience	\$ 9.05 - \$ 9.05	\$ 9.05
New hire, experienced	\$ 9.99 - \$ 9.99	\$ 9.99
3+yrs experience w/firm	\$13.14 - \$ 13.14	\$ 13.14

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	58%	8%
Dental Insurance	8%	0%
Vision Insurance	8%	0%
Life Insurance	25%	0%
Paid Sick Leave	75%	8%
Paid Vacation	83%	8%
Retirement Plan	42%	0%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full-time averaging 40 hours per week. Few employees work part-time averaging 30 hours per week.

Gender makeup of reported positions was as follows: Male 7% Female 93%

Union Employment: Firms 6%
Employees 45%

LEGAL SECRETARIES

17 Firms Responding
60 Jobs Represented



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	18%
College/no degree	71%
A. A. degree	12%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	18%	73%	9%
Record keeping	64%	36%	0%
Working independently	91%	9%	0%
Working under pressure	86%	14%	0%
Add/subtract 2+ digit numbers	59%	36%	5%
Multiply/divide	41%	55%	4%
Compute decimals/fractions	27%	23%	50%
Compute %/discounts/statistics	23%	41%	45%
Geometry/Algebra/Advanced Math	5%	0%	95%
Read/comprehend info in English	95%	0%	5%
Read/comprehend info in Spanish	54%	14%	32%
Write effectively in English	100%	0%	0%
Write effectively in Spanish	36%	32%	32%
Orally communicate in English	100%	0%	0%
Orally communicate in Spanish	64%	18%	18%

Other Qualifications

Willingness to work outdoors	5%	18%	77%
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COMPUTER SKILLS

All employers reported seeking applicants with word processing skills. Many employers reported seeking applicants with database knowledge and some with spreadsheets.

OTHER

Increasingly important skills reported by employers include computer software skills, including the Internet and E-mail.

Qualifications/skills in short supply by applicants: reading and writing effectively in English, communicating in Spanish, and English to Spanish translation.

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Never Sometimes Usually Always

Work experience required 24% 35% 24% 18%

Training as substitute for experience 0% 65% 12% 24%

Employers prefer applicants with 12 month secretarial or legal experience.

Employers prefer applicants with 24 months training in legal certification courses.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	9%	Medical/Physical	4%
Aptitude Testing	27%	Police/Background	4%
DMV Printout	18%	Other *	27%

*A typing test or reference check maybe required.

Recruitment methods include the following:

Employees' Referrals	41%
Newspaper Ads	41%
Private Employment Agencies	6%
Hire Unsolicited Applicants	6%
In-house Promotion or Transfer	12%
Public School/Program Referrals	6%
Private School Referrals	0%
Employment Development Dept.	12%
Union Hall Referrals	0%
Other (word of mouth)	35%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College*



MEDICAL RECORDS TECHNICIANS

OES CODE: 329110

Alternative Title: Medical Records Clerk

WAGES • BENEFITS

DEFINITION

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Data Not Available

Projected Job Growth Rate: Data Not Available

Growth: Data Not Available

SUPPLY AND DEMAND

Almost all employers reported stable demand in this occupation during the last year and many employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand of qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 22 resulting from:

Promotions	18%
Employees Leaving	55%
New Positions	5%
Temporary	23%

Most responding firms report promoting to other positions when available. Positions may include lead clerk, billing clerk, and front office clerk.

Non union

	Range	Median
New hire, no experience	\$ 5.75 - \$ 8.84	\$ 6.00
New hire, experienced	\$ 5.75 - \$ 9.28	\$ 7.00
3+yrs experience w/firm	\$ 6.72 - \$ 11.00	\$ 8.13

Union

	Range	Median
New hire, no experience	\$ 8.33 - \$ 9.53	\$ 8.93
New hire, experienced	\$ 8.33 - \$ 11.73	\$ 10.13
3+yrs experience w/firm	\$ 8.33 - \$ 15.94	\$ 10.13

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	88%	6%
Dental Insurance	59%	6%
Vision Insurance	29%	6%
Life Insurance	53%	0%
Paid Sick Leave	88%	6%
Paid Vacation	100%	6%
Retirement Plan	53%	6%
Child Care	18%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full-time averaging 32 - 40 hours per week. Few employees work part-time averaging 20 hours per week. Few employees work temporary/on call averaging 20 hours per week.

Gender makeup of reported positions was as follows: Male 8% Female 92%

Union Employment: Firms 18%
Employees 22%

MEDICAL RECORDS TECHNICIANS



17 Firms Responding
78 Jobs Represented

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	53%
College/no degree	41%
A. A. degree	6%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	41%	35%	23%
Record keeping	76%	18%	6%
Working independently	65%	29%	6%
Working under pressure	71%	23%	6%
Add/subtract 2+ digit numbers	41%	53%	6%
Multiply/divide	29%	53%	18%
Compute decimals/fractions	23%	29%	47%
Compute %/discounts/statistics	12%	35%	53%
Geometry/Algebra/Advanced Math	0%	18%	82%
Read/comprehend info in English	82%	18%	0%
Read/comprehend info in Spanish	29%	29%	41%
Write effectively in English	76%	24%	0%
Write effectively in Spanish	18%	35%	47%
Orally communicate in English	94%	6%	0%
Orally communicate in Spanish	35%	41%	24%

Other Qualifications

Willingness to work outdoors	0%	6%	94%
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COMPUTER SKILLS

Most employers reported seeking applicants with word processing, custom software and medical record keeping software skills.

OTHER

Increasingly important skills reported by employers include computer skills, industry software.

Qualifications/skills in short supply by applicants: knowledge of medical terminology and experience with business correspondence.

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Never Sometimes Usually Always

Work experience required 6% 29% 53% 12%

Training as substitute for experience 12% 35% 35% 18%

Employers prefer applicants with 12 months experience with medical records.

Employers prefer applicants with 6 months in medical terminology or business records management.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	35%	Medical/Physical	47%
Aptitude Testing	12%	Police/Background	35%
DMV Printout	18%	Other *	41%

*A typing test, handwritten essay, or reference check may be required.

Recruitment methods include the following:

Employees' Referrals	53%
Newspaper Ads	71%
Private Employment Agencies	6%
Hire Unsolicited Applicants	29%
In-house Promotion or Transfer	41%
Public School/Program Referrals	6%
Private School Referrals	0%
Employment Development Dept.	18%
Union Hall Referrals	0%
Other (word-of-mouth)	35%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Arbor of Imperial County, Imperial Valley College*



NURSE AIDES

OES CODE: 660080

Alternative Title: Certified Nurse Assistant

WAGES • BENEFITS

NURSE AIDES

DEFINITION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Very Large
Projected Job Growth Rate: 14.3%
Growth: Faster Than Average

SUPPLY AND DEMAND

Most employers reported stable demand in this occupation during the last year and most employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 84 resulting from:

Promotions	15%
Employees Leaving	55%
New Positions	5%
Temporary	25%

Most responding firms report promoting to other positions when available. Positions include Certified Nurse Assistant (CNA), Licensed Vocational Nurse (LVN), and Registered Nurse (RN) after additional education is obtained.

	Range	Median
New hire, no experience	\$ 5.75 - \$ 7.29	\$ 6.58
New hire, experienced	\$ 5.75 - \$ 15.00	\$ 6.99
3+yrs experience w/firm	\$ 6.50 - \$ 15.00	\$ 7.89

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	83%	17%
Dental Insurance	83%	17%
Vision Insurance	67%	17%
Life Insurance	67%	17%
Paid Sick Leave	83%	33%
Paid Vacation	83%	33%
Retirement Plan	33%	17%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Most employees work full-time averaging 32 - 41 hours per week. Some employees work temporary or on call averaging 13 hours per week. A few employees work part-time averaging 22 hours per week.

Gender makeup of reported positions was as follows: Male 12% Female 88%

Union Employment: Firms 13%
Employees 6%

Licensing: Nursing Assistants are required to be licensed by the California Department of Health Services.

NURSE AIDES



**8 Firms Responding
206 Jobs Represented**

EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	50%
College/no degree	50%
A. A. degree	0%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	33%	33%	33%
Record keeping	67%	33%	0%
Working independently	33%	67%	0%
Working under pressure	33%	67%	0%
Add/subtract 2+ digit numbers	50%	33%	17%
Multiply/divide	50%	0%	50%
Compute decimals/fractions	17%	33%	50%
Compute %/discounts/statistics	0%	33%	67%
Geometry/Algebra/Advanced Math	0%	0%	100%
Read/comprehend info in English	67%	33%	0%
Read/comprehend info in Spanish	17%	67%	17%
Write effectively in English	67%	33%	0%
Write effectively in Spanish	17%	50%	33%
Orally communicate in English	0%	33%	67%
Orally communicate in Spanish	17%	83%	0%

Other Qualifications

Willingness to work outdoors	17%	16%	67%
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COMPUTER SKILLS

Most employers reported seeking applicants with computer skills.

OTHER

Increasingly important skills reported by employers include charting and computer skills.

Qualifications/skills in short supply by applicants: knowledge of state and federal regulations.

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	25%	38%	38%
Training as substitute for experience	25%	13%	50%	13%

Employers prefer applicants with 6 - 12 months experience in the nursing field.

Employers prefer applicants with 6 months training or certification as a nurse assistant or as an in-home health assistant.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	33%	Medical/Physical	83%
Aptitude Testing	0%	Police/Background	50%
DMV Printout	0%	Other *	50%

*Proof of car insurance and/or reference check may be required.

Recruitment methods include the following:

Employees' Referrals	63%
Newspaper Ads	50%
Private Employment Agencies	0%
Hire Unsolicited Applicants	50%
In-house Promotion or Transfer	38%
Public School/Program Referrals	50%
Private School Referrals	0%
Employment Development Dept.	13%
Union Hall Referrals	0%
Other	0%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley College*
Imperial Valley Regional Occupational Program



SALESPERSONS, PARTS

OES CODE: 490140

**Alternative Title: Counter Person,
Customer Service**

DEFINITION

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in an agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price etc., and fill the customer's order from stock. Does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Large

Projected Job Growth Rate: 11.8%

Growth: Average

SUPPLY AND DEMAND

Many employers reported stable demand in this occupation during the last year and many employers reported expecting growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 27 resulting from:

Promotions	22%
Employees Leaving	30%
New Positions	44%
Temporary	4%

Almost all responding firms report promoting to other positions when available. Positions may include a variety of management positions.

WAGES • BENEFITS

	Range	Median
Non union		
New hire, no experience	\$ 5.75 - \$ 8.18	\$ 6.00
New hire, experienced	\$ 5.75 - \$ 14.00	\$ 7.50
with commission	\$ 5.75 - \$ 16.60	\$ 7.50
3+yrs experience w/firm	\$ 6.00 - \$ 18.00	\$10.00
with commission	\$ 6.00 - \$ 24.21	\$10.00

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative).

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	88%	6%
Dental Insurance	63%	0%
Vision Insurance	31%	6%
Life Insurance	56%	13%
Paid Sick Leave	56%	19%
Paid Vacation	88%	19%
Retirement Plan	69%	0%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

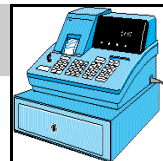
OTHER RELEVANT INFORMATION

Employment Type/Hours Most employees work full-time averaging 42 hours per week. Many work part-time averaging 26 hours per week.

Gender makeup of reported positions was as follows: Male 88% Female 12%

Union Employment: None

SALESPERSONS, PARTS



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	6%
High school or equivalent	47%
College/no degree	35%
A. A. degree	0%
Bachelor degree	6%
Graduate	6%

17 Firms Responding
124 Jobs Represented

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Never Sometimes Usually Always

Work experience required	12%	41%	29%	18%
Training as substitute for experience	6%	59%	18%	18%

Employers prefer applicants with 6 - 24 months in sales or parts experience.

Employers prefer applicants with 3 - 6 months in on-the-job-training or training for obtaining American Standards of Excellence Certificate (ASE).

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	23%	65%	12%
Record keeping	23%	35%	41%
Working independently	47%	41%	12%
Working under pressure	82%	18%	0%
Add/subtract 2+ digit numbers	88%	6%	6%
Multiply/divide	82%	18%	0%
Compute decimals/fractions	29%	59%	12%
Compute %/discounts/statistics	35%	41%	24%
Geometry/Algebra/Advanced Math	0%	29%	71%
Read/comprehend info in English	71%	29%	0%
Read/comprehend info in Spanish	29%	65%	6%
Write effectively in English	65%	23%	12%
Write effectively in Spanish	18%	41%	41%
Orally communicate in English	88%	12%	0%
Orally communicate in Spanish	53%	41%	6%

Other Qualifications

Willingness to work outdoors	18%	35%	47%
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OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	65%	Medical/Physical	6%
Aptitude Testing	18%	Police/Background	23%
DMV Printout	70%	Other (check references)	18%

Recruitment methods include the following:

Employees' Referrals	76%
Newspaper Ads	47%
Private Employment Agencies	24%
Hire Unsolicited Applicants	29%
In-house Promotion or Transfer	53%
Public School/Program Referrals	18%
Private School Referrals	0%
Employment Development Dept.	24%
Union Hall Referrals	6%
Other (Local Training Providers)	29%

COMPUTER SKILLS

Most employers reported seeking applicants with knowledge of database software and many seek applicants with custom/inventory software knowledge.

OTHER

Increasingly important skills reported by employers include knowledge of computers and changes in industry.

Qualification/skills in short supply by applicants: knowledge of industry and bilingual (Spanish and English) ability.

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Center For Employment Training*

SALESPERSONS, PARTS



TEACHERS AND INSTRUCTORS - Vocational Education & Training

OES CODE: 313140

Alternative Title: Vocational Instructor

WAGES • BENEFITS

DEFINITION

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but at less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. This includes correspondence school instructors: industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Large

Projected Job Growth Rate: 0.00%

Growth: Stable

SUPPLY AND DEMAND

Many employers reported stable demand in this occupation during the last year and many employers reported expecting stable demand or growth over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find fully qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Vacancies filled within the last 12 months were 49 resulting from:

Promotions	16%
Employees Leaving	59%
New Positions	20%
Temporary	4%

Many responding firms report promoting to other positions when available. Positions may include a full time position and supervisory position.

	Range	Median
Non union		
New hire, no experience	\$ 8.63 - \$ 22.00	\$ 18.00
New hire, experienced	\$ 9.59 - \$ 25.00	\$ 19.00
3+yrs experience w/firm	\$ 10.96 - \$ 27.00	\$ 19.00
Union		
New hire, no experience	\$21.00 - \$ 21.00	\$ 21.00
New hire, experienced	\$17.26 - \$ 21.00	\$ 18.84
3+yrs experience w/firm	\$21.00 - \$ 23.97	\$ 21.66

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative)

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	100%	0%
Dental Insurance	89%	0%
Vision Insurance	67%	0%
Life Insurance	67%	0%
Paid Sick Leave	100%	0%
Paid Vacation	89%	0%
Retirement Plan	78%	0%
Child Care	0%	0%

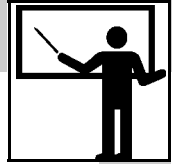
*Percentage is based on number of employers offering fringe benefits and responding to this question.

OTHER RELEVANT INFORMATION

Employment Type/Hours Many employees work full-time averaging 40 hours per week and many employees work part-time averaging 10 hours per week. A few employees work temporary or on call averaging 16 hours per week.

Gender makeup of reported positions was as follows: Male 68% Female 32%

Union Employment: Firms 25%
Employees 43%



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	25%
College/no degree	33%
A. A. degree	8%
Bachelor degree	33%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	50%	50%	0%
Record keeping	50%	50%	0%
Working independently	80%	20%	0%
Working under pressure	70%	30%	0%
Add/subtract 2+ digit numbers	60%	20%	20%
Multiply/divide	60%	20%	20%
Compute decimals/fractions	40%	40%	20%
Compute %/discounts/statistics	20%	30%	50%
Geometry/Algebra/Advanced Math	0%	10%	90%
Read/comprehend info in English	80%	20%	0%
Read/comprehend info in Spanish	20%	30%	50%
Write effectively in English	80%	20%	60%
Write effectively in Spanish	0%	40%	0%
Orally communicate in English	80%	20%	0%
Orally communicate in Spanish	10%	20%	70%

Other Qualifications

Willingness to work outdoors	10%	20%	60%
------------------------------	-----	-----	-----

COMPUTER SKILLS

All employers reported seeking applicants with word processing skills. Most reported seeking applicants with database skills and many employers specified seeking applicants with desktop publishing and spreadsheet software skills.

OTHER

Increasingly important skills reported by employers include a variety of computer software skills like database, e-mail, internet and website.

Qualifications/skills in short supply by applicants: basic computer skills.

12 Firms Responding
142 Jobs Represented

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	0%	25%	25%	50%
Training as substitute for experience	33%	50%	0%	17%

Employers prefer applicants with 60 months experience in the trade or field in which they will teach.

Employers prefer applicants with 60 months vocational teaching certificate, vocational credential or California vocational credential.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	20%	Medical/Physical	20%
Aptitude Testing	20%	Police/Background	50%
DMV Printout	30%	Other *	20%

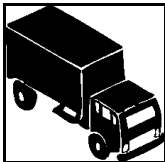
*A skills test and/or reference check might be required.

Recruitment methods include the following:

Employees' Referrals	42%
Newspaper Ads	92%
Private Employment Agencies	0%
Hire Unsolicited Applicants	17%
In-house Promotion or Transfer	50%
Public School/Program Referrals	25%
Private School Referrals	0%
Employment Development Dept.	25%
Union Hall Referrals	0%
Other	25%

LOCAL TRAINING PROVIDED

There is no local training available for this occupation.



TRUCK DRIVERS, LIGHT - Include Delivery and Route Workers

OES CODE: 971050

Alternative Title: Delivery Driver

DEFINITION

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

EMPLOYMENT TRENDS

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

Occupation Size: Very Large

Projected Job Growth Rate: 6.7%

Growth: Slower Than Average

SUPPLY AND DEMAND

Most employers reported stable demand in this occupation during the last year and most employers reported expecting stable demand over the next three years.

How difficult is it to find applicants?

Experienced: Employers report it is somewhat difficult to find qualified applicants. Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Inexperienced: Employers report it is a little difficult to find qualified applicants. Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.

Vacancies filled within the last 12 months were 36 resulting from:

Promotions	14%
Employees Leaving	33%
New Positions	31%
Temporary	22%

Many (50%) responding firms report promoting to other positions when available and many (50%) responded that they do not promote. Positions may include route manager and supervisory positions.

WAGES • BENEFITS

	Range	Median
Non union		
New hire, no experience	\$ 5.75 - \$ 9.00	\$ 5.88
New hire, experienced	\$ 5.75 - \$ 10.00	\$ 7.81
3+yrs experience w/firm	\$ 5.75 - \$ 12.00	\$ 10.00
with commission	\$ 16.25 - \$ 16.25	\$ 16.25

Union

New hire, no experience	\$ 9.00 - \$ 14.41	\$ 10.83
New hire, experienced	\$10.00 - \$ 14.41	\$ 11.65
3+yrs experience w/firm	\$11.00 - \$ 21.00	\$ 11.85

*Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative)

Fringe Benefits offered by responding firms were as follows:*

	Full Time	Part Time
Medical Insurance	92%	17%
Dental Insurance	67%	8%
Vision Insurance	58%	8%
Life Insurance	75%	17%
Paid Sick Leave	75%	25%
Paid Vacation	100%	25%
Retirement Plan	67%	8%
Child Care	0%	0%

*Percentage is based on number of employers offering fringe benefits and responding to this question.

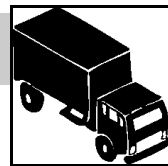
OTHER RELEVANT INFORMATION

Employment Type/Hours Almost all employees work full-time averaging 41 hours per week. Some employees work part-time averaging 24 hours per week.

Gender makeup of reported positions was as follows: Male 92% Female 8%

Union Employment: Firms 21%
Employees 52%

Licensing: Class A license is required by drivers driving a truck that separates from its trailer. Class B is required by drivers driving a solid truck. Licenses are issued by the California Department of Motor Vehicles.



EDUCATION

Education of most recent hires by percentage of total firms responding:

Less than high school	0%
High school or equivalent	86%
College/no degree	14%
A. A. degree	0%
Bachelor degree	0%
Graduate	0%

QUALIFICATIONS/SKILLS

BASIC SKILLS as reported by percentage of responding employers:

	Very Important	Important	Not Important
Analytical skills	33%	33%	33%
Record keeping	33%	50%	17%
Working independently	58%	42%	0%
Working under pressure	58%	42%	0%
Add/subtract 2+ digit numbers	42%	42%	16%
Multiply/divide	17%	67%	16%
Compute decimals/fractions	8%	17%	75%
Compute %/discounts/statistics	8%	0%	92%
Geometry/Algebra/Advanced Math	0%	17%	83%
Read/comprehend info in English	75%	25%	0%
Read/comprehend info in Spanish	33%	33%	33%
Write effectively in English	58%	17%	25%
Write effectively in Spanish	16%	17%	67%
Orally communicate in English	75%	17%	8%
Orally communicate in Spanish	33%	42%	25%

Other Qualifications

Willingness to work outdoors	83%	0%	8%
------------------------------	-----	----	----

COMPUTER SKILLS

Few employers reported seeking applicants with word processing and/or database skills.

OTHER

Increasingly important skills reported by employers include A and/or B license for drivers, good English and able to operate an inventory scanner.

Qualifications/skills in short supply by applicants: qualified operators with license, clean DMV record, and good work ethics.

**14 Firms Responding
161 Jobs Represented**

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

	Never	Sometimes	Usually	Always
Work experience required	7%	36%	21%	36%
Training as substitute for experience	43%	43%	7%	7%

Employers prefer applicants with 6 - 12 months experience as a driver.

Employers prefer applicants with one month training to obtain their Class B license, Class A license or hazardous material handling certificate.

OTHER EMPLOYER INFORMATION

Responding employers report using the following methods to screen applicants to this occupation:

Drug Testing	82%	Medical/Physical	45%
Aptitude Testing	0%	Police/Background	54%
DMV Printout	100%	Other	0%

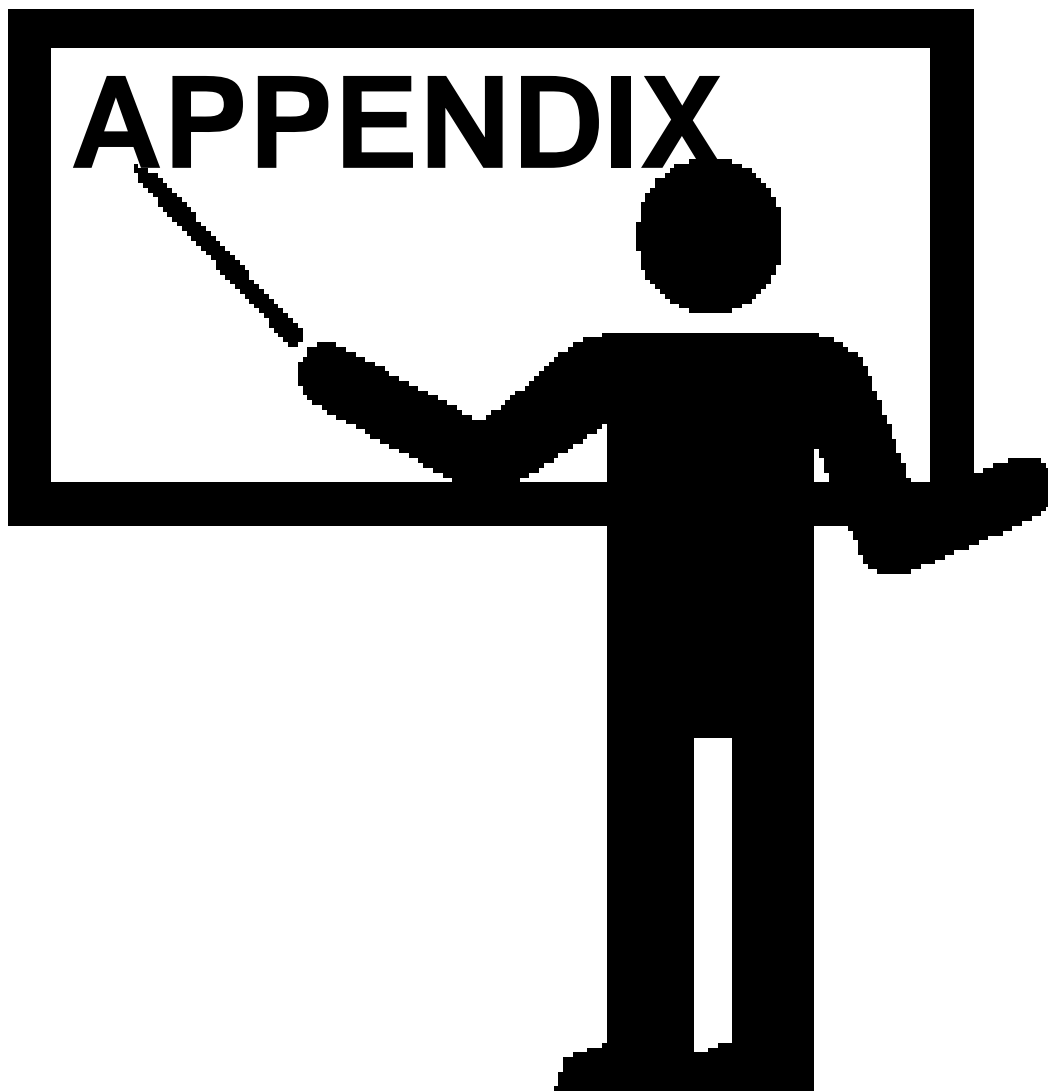
Recruitment methods include the following:

Employees' Referrals	71%
Newspaper Ads	57%
Private Employment Agencies	21%
Hire Unsolicited Applicants	36%
In-house Promotion or Transfer	29%
Public School/Program Referrals	21%
Private School Referrals	29%
Employment Development Dept.	29%
Union Hall Referrals	0%
Other (SER, OJT provider)	7%

LOCAL TRAINING PROVIDED

There is local training available for this occupation.

See appendix - *Imperial Valley Regional Occupation Program*



ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____
POSITION: _____
PHONE: _____ FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **Imperial County**. Please call the number above if you have questions.

SALESPERSONS - PARTS

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Please do not include workers whose primary responsibilities are to receive, store, and issue materials, equipment, and other items from the stockroom.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010
How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

	NUMBER OF EMPLOYEES				AVERAGE WEEKLY HOURS																								
Regular, Full Time:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	590		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>									591
Regular, Part Time:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	650		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>									651
Temporary Or On-Call:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	630		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>									631
Seasonal:	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	610		<table><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>									611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	031
vacancies resulting from people in permanent positions leaving your firm?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	032
new permanent positions resulting from growth?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	030
temporary or seasonal positions?	<table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>																	033

4. Of the employees you currently have in this occupation, how many are: MALE? _____ 060 FEMALE? _____ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3 REMAIN STABLE ☐ 480 2 GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3 REMAIN STABLE ☐ 740 2 GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4 SOMETIMES ☐ 390 3 USUALLY ☐ 390 2 ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414 (Months of Experience) 416 _____
(Job title) 415 (Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) 153 _____ 156
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS: _____ 460 OBSOLETE SKILLS: _____ 462

_____ 461 _____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY		TIPS OR COMMISSIONS	
New Hires With No Experience (Trained or Untrained):	\$ _____	550	\$ _____	553
New Hires Who Are Experienced:	\$ _____	551	\$ _____	554
Experienced Employees After Three Years With Your Firm:	\$ _____	552	\$ _____	555

Per: (Please Check One) HOUR ☐ 556 H WEEK ☐ 556 W HOUR ☐ 557 H WEEK ☐ 557 W

MONTH ☐ 556 M YEAR ☐ 556 A MONTH ☐ 557 M YEAR ☐ 557 A

Other(Please specify) _____ ☐ 556 O Other _____ ☐ 557 O

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

If yes, please specify: (Please Check All That Apply)

FULL-TIME		PART-TIME		FULL-TIME		PART-TIME	
MEDICAL INSURANCE <input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE <input type="checkbox"/> 571	<input type="checkbox"/> 581				
DENTAL INSURANCE <input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION <input type="checkbox"/> 570	<input type="checkbox"/> 580				
VISION INSURANCE <input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN <input type="checkbox"/> 572	<input type="checkbox"/> 582				
LIFE INSURANCE <input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE <input type="checkbox"/> 577	<input type="checkbox"/> 587				
Other (Please Specify): _____ 578		_____ 588					

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: _____ 510

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	Other(Please specify): _____ <input type="checkbox"/> 380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2

Your response to the following questions will help improve training programs in the Imperial Valley.

21. The following is a list of skills that may or may not be important for *job entry* into *this* occupation. Please check one selection for each qualification.

	Very Important	Important	Not Important
Analytical skills	___	___	___
Record keeping	___	___	___
Working independently	___	___	___
Working under pressure	___	___	___
Add or subtract 2 or more digit numbers	___	___	___
Multiply and divide	___	___	___
Compute decimals and fractions	___	___	___
Compute interest or discounts or statistics	___	___	___
Compute Geometry or Algebra or Advanced Math	___	___	___
Read & comprehend information in English	___	___	___
Read & comprehend information in Spanish	___	___	___
Write effectively in English	___	___	___
Write effectively in Spanish	___	___	___
Orally communicate and comprehend in English	___	___	___
Orally communicate and comprehend in Spanish	___	___	___
Willingness to work outdoors	___	___	___

22. How would you rate the advancement potential for well-trained & reliable employees in *this occupation* in Imperial Valley?

Very Good ___ Good ___ Limited ___ Very Limited ___

23. How many persons who worked in your business last year were hired through a temporary agency? _____

24. Considering your most recent hires for *this occupation*, please note any qualifications that seem to be in short supply.

_____	_____
_____	_____

25. Does your firm use any of the following to screen applicants in *this occupation*?

Drug testing (before or after hiring) ___ Medical Physicals (after hiring) ___ Reading, Math, Aptitude Testing ___
 Police Record background checks ___ DMV checks ___ Other, Please specify _____

The following questions refer to any occupation you employ.

26. Please specify *any* occupations for which you have difficulty hiring qualified applicants.

_____	_____
_____	_____

27. Has your firm ever used the services of the employment training programs of the PIC? ___

YES NO

28. Would you *consider hiring* a person through a job training program? ___

___	___
-----	-----

29. Would you like to receive information on the following from PIC?

Local job training programs

___	___
-----	-----

Local labor market information

___	___
-----	-----

Local employer resources

___	___
-----	-----

Thank you for your assistance.

LOCAL TRAINING PROVIDERS

Training Provided by

Arbor of Imperial County
1560 Ocotillo Drive, Suite E
El Centro, CA 92243
(760) 353-4544

Center for Employment Training
294 E. Third Street
El Centro, CA 92243
(760) 337-6565

Century 21 American Dream Realty
300 S. Imperial Avenue
El Centro, CA 92243
(760) 337-6446

Central Union High School District
351 Ross Avenue
El Centro, CA 92243
(760) 370-0951

ERA School of Real Estate
564 Broadway
El Centro, CA 92243
(760) 352-0923

Imperial Valley College
380 Aten Road
Imperial, CA 92251
(760) 355-6217

Imperial Valley Regional Occupational Program
1398 Sperber Road
El Centro, CA 92243
(760) 339-6434

Johnson Education Institute
732 South Hope Street
El Centro, CA 92243
(760) 353-7492

San Diego State University, IV Campus
720 Heber Avenue
Calexico, CA 92231
(760) 768-5509

Training Provided For

General Medical/Clerical

Account Clerk
Building Maintenance
Retail Trades
Shipping & Receiving
Welding

Sales Agents - Real Estate

Bookkeeping/Office Work
Building Maintenance
Security Guard

Sales Agents - Real Estate

Automotive Body Repair & Painting
Early Childhood Education
Legal Assistant
Medical Assistant/Medical Office Assistant
Offers approximately 60 majors and 47 certificate programs.

Auto Body, Paint & Fender
Careers with Children
Construction & Building Technology
Food Technology
Nursing Assistant
Retail Trades
Truck Driving

Clerical/Computer

Offers a variety of Bachelor's degree programs:
Criminal Justice Administration, English, History,
International Business, Latin American Studies,
Liberal Studies, Psychology, Public Administration,
Social Science, and Spanish

ENGLISH AS A SECOND LANGUAGE CLASSES

Brawley

Brawley Union High School, 104 Magnolia Avenue, (760) 344-1068

Imperial Valley College external campus, 235 Main Street, (760) 344-7213

Calexico

Calexico High School, 1030 Encinas Avenue, (760) 357-7471

Imperial Valley Housing Authority, 1006 E. 5th Street, (760) 357-3013

Calipatria

Calipatria High School, 601 W. Main Street, (760) 348-2254

El Centro

Desert Oasis High School, 1302 S. 3rd Street, (760) 337-8600

Central Union High School, 351 Ross Avenue, (760) 352-9626

IVC, El Centro Campus, 301 N. Imperial Avenue, (760) 353-2180

Holtville

Holtville Unified School District, 621 E. 6th Street, (760) 356-2974

Imperial

Imperial Unified School District, 517 W. Barioni Blvd., (760) 355-3220

Imperial Valley College (IVC), 380 E. Aten Road, (760) 352-8320

HISTORY OF OCCUPATIONS SURVEYED IMPERIAL COUNTY CCOIS

Occupation	OES Code	Year Surveyed
Accountants and Auditors	211140	1996
Automotive Body and Related Repairers	853050	1998
Automotive Mechanics	853020	1996
Bookkeeping, Accounting, Auditing Clerks, Including Bookkeepers	553380	1997
Bus Drivers, School	971110	1998
Carpenters	871020	1998
Cashiers	490230	1997
Child Care Workers	680380	1998
Cooks - Restaurant	650260	1998
Data Processing Equipment Repairers	857050	1997
Dental Assistants	660020	1998
Dispatchers, except Police, Fire, and Ambulance	580050	1998
Drafters	225140	1997
Drivers/Sales Workers	971170	1997
Electricians	872020	1996
Farm Equipment Mechanics	853210	1997
Farm Equipment Operators	790210	1996
Farmworkers, Food and Fiber Crops	798560	1998
Food Preparation Workers	650380	1996
General Managers and Top Executives	190050	1996
General Office Clerks	553470	1996
Guards and Watch Guards	630470	1996
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	859020	1996
Import/Export Specialists	None	1997
Instructional Aides	315211	1998
Legal Secretaries	551020	1998
Maintenance Repairers - General Utility	851320	1996
Medical Assistants	660050	1996
Medical Records Technicians	329110	1998
Nurse Aides	660050	1998
Preschool Teachers	313021	1997
Registered Nurses	325020	1997
Sales Agents - Real Estate	430080	1997
Salespersons - Parts	490140	1998
Salespersons - Retail (Except Vehicle Sales)	490112	1996
Secretaries, Except Legal and Medical	551080	1997
Social Workers - Except Medical and Psychiatric	273050	1997
Teachers - Elementary School	313050	1997
Teachers and Instructors - Vocational Education and Training	313140	1998
Teachers, Kindergarten	313022	1997
Tellers	531020	1997
Traffic, Shipping, and Receiving Clerks	580280	1996
Truck Drivers, Light - Include Delivery and Route Workers	971050	1998
Truck Drivers - Heavy or Tractor Trailer	971020	1996
Waiters and Waitresses	650080	1996
Welders and Cutters	939140	1997